Milestone 2 October 2018 Release

Webcast Townhall

October 10, 2018

Agenda

- STO Reminders
- SCO Guidelines Reminder
- Reasons for SCO Denial
- eFITS Reminder
- Demo
- Resources Page Overview

STO Reminders

- STO is working on a query/report listing deposit slips to assist department's business processes
- Requests to update beginning deposit slip number
- Requests to use manual deposit slips

STO Reminders – Requests to update beginning deposit slip number

Departments will need to provide a business justification as to why they need the beginning deposit slip number to be updated.

Departments will need to provide:

- BU
- Deposit Type
- LOC
- Bank Account
- Last Deposit Slip number used

If more than one bank account is associated with a Deposit Type the department will need to assign a different LOC to each bank account and provide the last deposit slip number used for each bank.

If the departments require further clarification for either issue they should contact Bobbi Skinner at rskinner@treasurer.ca.gov

STO Reminders – Requests to use manual deposit slips

Departments requesting to continue using Manual Deposit Slips is on a case by case basis such as but not limited to:

- User does not have access to the Internet
- Satellite/Remote office creates a minimal amount of deposit slips per month
- Department has officers in the field
- System connectivity issues

If the departments require further clarification for either issue they should contact Bobbi Skinner at rskinner@treasurer.ca.gov

SCO Payment Guidelines Reminder

1. The Departments will continue to use the current SCO business process as they did when submitting corrections for Controller Receipts CREs or CRs (i.e. attaching supporting documentation). This process will also be applied to corrections for Controller ReceiptsCR$ (Controller Receipts from FI$Cal).

2. In the **Payment** field use the original payment ID from the AR Payment followed by _R for reversal and _C for correction.

3. In the **Notes** field describe the action taken by entering either "REV" for reversing or "CORR" for correcting, followed by the Legacy Document Number (CRE/CR/CR$/$JS or $JD). Example:
   - REV CR$XXXXXXX MM/DD/YY
   - CORR CR$XXXXXXX MM/DD/YY

4. In the **Legal Authority and Request for Reason** field, departments must state the purpose of the action and provide the following details:
   - To correct/reverse Deposit IDXXXXXXXXXXXXXXXX
   - CRE/CR/CR$/$JS or $JD number, and Date
   - Reason/Legal Authority

5. Departments are to do the reversal first followed by the correction.

Reasons for SCO Denial

- Items that would be denied previously (CA 504 TC35/38)
  - Departments are not following the SCO guidelines that were communicated to department liaisons on October 5
  - This shows the benefits of the new digital workflow over the previous paper process as SCO has been turning around payments in a timely fashion

- Items that newly require approval (eFITS TC47)
  - Controller's will continue to analyze department submissions as they workflow to SCO and asks that departments be patient as SCO determines and communicates a set of best practices

- Items that should not workflow to SCO (e.g. Payroll ARs)
  - SCO has identified a set of payments that should not workflow to SCO and a code fix is being implemented. In the meantime, these payments will be denied as SCO does not want this information to be double processed in SCO Legacy.

Reminder: eFITS Catch Up

To record catch up deposits and to apply payments that have not been remitted via eFITS, you must do both of the following:

- *Step 1* - For catch up deposits: Create an AR Deposit in FI$Cal for the EDF amount on October 5, 2018, after the EDF deposit was made and post to Uncleared Collections-CTS Fund. Do not use the Deposit Slip entry page as it will duplicate the EDF information to STO.

- *Step 2* - To apply payments that have not been remitted via eFITS: Create a zero-dollar deposit using the Regular Deposit Page on October 8, 2018 (Debit Uncleared Collections – CTS Fund; Credit Revenue, or other applicable accounts) and FI$Cal will interface this remittance to SCO.

Demo

Presenters

- Yassar Dahbour
- Lennet Andres

Resources Page Overview

Questions and Answers
FI$Cal Project Information:
http://www.fiscal.ca.gov/

Or e-mail the FI$Cal Project Team at:
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